

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 08/47

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Chauffeur/Expeditor, FSN-3; FP-BB*

OPENING DATE: November 18, 2008

CLOSING DATE: December 2, 2008

WORK HOURS: Full-time, 44 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$20,911 (Starting salary)
(Position Grade: FP-BB will be confirmed by Washington)

*Ordinarily Resident: US\$4,296 (Starting salary)
(Position Grade: FSN-3)

Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the Chauffeur/Expeditor position in its Executive Office.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will operate passenger vehicles to deliver passengers and materials. Incumbent will also serve as expeditor for Mission personnel and visitors (including VIPs) when required; pick up travelers to and from the residence/hotels and drive them to and from the airport; take care of departure formalities; arrange or assist in the arrangement for VIP lounge for senior officials and assist with the airfreight clearance if needed. Incumbent will also be expected to operate a Sports Utility Vehicle (SUV) or sedan.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office Hanoi.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Completion of secondary school is required.
2. Must have at least three years of experience as a driver.
3. Must know how to operate and perform minor maintenance of passenger vehicles and trucks; and knowledgeable of host country traffic laws, city traffic patterns, streets, locations of major buildings and government offices. Good interpersonal skills are required.
4. Must have Vietnamese category D driver's license valid for both passenger vehicles and trucks.

5. Level 2 (Basic) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed one full year of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold post security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at http://vietnam.usembassy.gov/job_opportunitites.html#appforms or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Human Resources Officer
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-3850-5000

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.
5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: DECEMBER 2, 2008

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted by: HRA/Binh Vuong
Cleared by: HRO/Williette Gooding